

**Program Associate, Congressional & Executive Branch Fellowships
S&T Policy Fellowships, Science & Policy Programs, AAAS
Requisition #: 1779**

Successful candidate will provide professional-level support for the programmatic operations and administration of the Congressional and Executive Branch S&T Policy Fellowships for nearly 200 first and second year Fellows annually; coordinate annual activities and schedule, online systems, logistics and data for the application, selection and placement functions; process and track Fellow payments; facilitate partnerships and annual monitoring and reporting; and support training and professional development, program enhancement and outreach; research, write and edit program materials as needed; perform other work related duties as assigned.

Qualifications: Position requires extensive university or college level training leading to a Bachelor's degree; minimum of three years' experience in program management; ability to interact both with the doctoral-level Fellows participating in the programs, and with stakeholders from academia, government, foundation, corporate, and non-profit sectors; demonstrated verbal and written communication skills required to convey AAAS issues and programs to a variety of audiences; ability to work both independently and as part of a team; computer skills (Microsoft Office proficiency); exposure to prioritizing multiple tasks in a fast-paced environment; ability to travel several times per year; ability to maintain contacts important to Fellowship program through participation in professional organizations. Previous non-profit, fellowship, or alumni relations experience, and/or an interest in science and policy are a plus.

RECRUITER: D. GRAF

To apply, please send a resume along with a cover letter including salary requirements, position title and Requisition Number. Any resumes that exclude the preceding information will not be processed. You may send your resume by e-mail to jobs@aaas.org, fax it to 202-682-1630, or mail it to:

American Association for the Advancement of Science (AAAS)
Human Resources Department
1200 New York Avenue, NW #100
Washington, DC 20005

The AAAS is an Equal Opportunity Employer and provides a nonsmoking work environment.